

EES Policy No. 20-09-10	RE: Purchases for client supports using the P-Card in Employment Services Programs
Policy Memo	Contact Persons: Becki Travis [DCF]
From: Sandra Kimmons	KEESM Reference:
Date: September 28, 2020	Other:
Primary DCF Areas Affected: Employment Services	Where Posted on Web: http://content.dcf.ks.gov/ees/KEESM/Policy_Memo/policy_memo_list.htm

P-Card Purchases for client support service needs

A gap in purchasing has been identified for client support services in some areas. Some vendors will not accept the DCF Employment Services voucher for payment or payment is required via debit/credit card restricting the agency's ability to assist the client. In addition, not all Employment Services programs allow funds to be dispersed directly to the client which requires an alternate payment method to meet the need. The ability to use P-Cards for purchases will address this gap in service. P-Cards are being issued to designated Employment Services Program Administrators and/or Assistant Program Administrators.

P-Card Process for client purchases

Career Navigator will complete the ES Payment Request Authorization Form and submits to Employment Services Program Administrator or Assistant Program Administrator for approval. (The preference is that the Career Navigator will utilize a state contractor for services, however it is understood that is not always possible. DCF is tax exempt and that certificate can be accessed via the Employment Services SharePoint Site.)

The following are the Speedchart Codes:

- TANF – 25310
- GOALS – 25854
- Employment & Training – 25852

The following are the Account Codes:

- TANF – 555210
- GOALS – 555210
- Employment & Training – 555110/555210

The INF 45 Codes are:

EES INF45 CODE	EES SERVICE/ITEM DESCRIPTION
3260	Books & Materials for training programs or college classes
8226	Car Repairs
8214	Certified Training Programs
3250	Clothing
8212	College Classes
8223	Computer Equipment
3533	Dental: Includes exams, dentures, repairs.
3220	Driver's License/IDs/Birth Certificates
3534	Eye/Vision Care: Includes exams, glasses.
3261	GED/High School Preparation Services
3220	Goods Services (Not Specifically Identified Elsewhere)
3503	Household Items
3218	KBI and/or FBI Background Checks
3530	Medical Care: Includes mental health services
3532	Medical Supplies/Equipment: Includes walkers, canes, wheelchairs, hearing aids, Depends.
3531	Medications/Prescriptions: Includes over the counter medications.
3505	Moving Expenses
3506	Pest Control: Expenses for professional exterminator to provide pest control in an Involved Adult (IA)'s home when the infestation is creating a health hazard or risk to the IA.
3200	Rent: For one-time deposits, rent payment, and emergency temporary lodging (i.e., motel room).
3260	Special Fees for Certified Training or Certified Training
3215	Utilities
3270	Vehicle Inspection or Vehicle Purchase
3270	Vehicle Insurance
3270	Vehicle Registration (tags/taxes)

The Region Code List can be found in the desk aid that has been created for this process.

If the request is approved by the PA/APA, the form is then **forwarded** to DCF.CentralPCard@ks.gov who will then get budget approval. Once all reviews have been completed, the approval will be sent back to the PA/APA to make the purchase using their assigned P-Card and sign the ES Payment Request Authorization Form. The form and supporting verifications (detailed receipt for purchase) will then be submitted to:

- Fiscal personnel for reconciliation of card to DCF.CentralPCard@ks.gov
- PA/APA will send to the appropriate CN for case documentation

Note: When attempting to make a payment and it will not “go thru”, do not attempt again. Please contact Meg Gammage with DCF Purchasing.